

POSITION SUMMARY

The LIRC staff attorney position assists the Commissioners in providing fair and impartial review of the employment law decisions of administrative law judges in cases involving Unemployment Insurance (UI), Worker's Compensation (WC), and Equal Rights (ER). The staff attorney performs review of cases petitioned and/or appealed to the Commission for review. The staff attorney is responsible for providing analysis, verification of evidence, making recommendations to the Commission, and drafting decisions for consideration by the Commission. The staff attorney may also represent the Commission in court.

GOALS AND WORKER ACTIVITIES

- 80% A. Reviews cases petitioned to the Commission for review of DWD and DHA decisions in the areas of unemployment insurance, workers' compensation or equal rights.
- A1. Analyzes synopsis, transcript or recording of hearing testimony along with exhibits.
 - A2. Resolves disputed factual issues.
 - A3. Conducts research of applicable law and precedent and determines proper application of the law.
 - A4. Exercises independent judgment and makes written recommendations to the Commission.
 - A5. Discusses any questions about the case with the Commission.
 - A6. Prepares for and conducts, with the Commissioners, consultations with administrative law judges to clarify differing assessments of witness credibility.
 - (40%) A7. Prepares decisions for Commission signatures.
- 15% B. Legal Representation of the Labor and Industry Review Commission.
- B1. Prepare pleadings, motions, briefs and other legal documents as necessary for Circuit, Appeals and Supreme Court.
 - B2. Prepare and deliver oral arguments in Circuit, Appeals and Supreme Court.
 - B3. Analyze case records and transcripts for court cases.
 - B4. Prepare judgments and orders pursuant to directions of the Circuit Court.
 - B5. Analyze Circuit Court decisions and make recommendations to the Commission for appeal to Appeals and Supreme Court.
 - B6. Analyze court decisions for implementation.
- 5% C. Communicates with parties and their attorneys or representatives and performs other duties as assigned by supervisory attorney.
- C1. Reviews and adds Commission decisions to website as deemed useful for legal research.
 - C2. Answers correspondence and telephone inquiries about procedures and decisions.
 - C3. Researches and writes legal memoranda on subjects affecting Commission cases.
 - C4. Performs other special assignments connected with the Commission's legal work.

KNOWLEDGES, SKILLS AND ABILITIES

1. Knowledge of administrative hearing process and court appeals processes. (A1, A2, B1-5)
2. Knowledge of principles of administrative law, practices and rules. (A1-7, B1-5)
3. Knowledge and skills in methods used to research applicable law and precedent. (A3, B1)

4. Legal writing skills, including proper use of grammar and spelling, and ability to marshal legal arguments based on factual evidence and legal precedent. (A6, A9, B1)

SPECIAL REQUIREMENTS

Law degree from an accredited law school and license to practice law in Wisconsin.